



## Indiana Kids Request for Proposals

**Issued by:** Serve Indiana Commission

**Federal Agency Name:** FSSA (Family and Social Services Administration) – TANF (Temporary Assistance for Needy Families)

**Funding Opportunity Title:** Indiana Kids 2016-2017

**CFDA Number:** 93.558

**Federal Statute and Regulations:** [TANF Statute, Social Security Act, Title IV \(Part A of Title IV\)](#)  
[TANF Regulations, CFR Title 45 Chapter II \(Parts 260 through 265\)](#)

This notice is for programs who intend to operate solely within **Indiana** and address either **TANF** (Temporary Assistance for Needy Families) **goal 3** and/or **4**.

**Application Submission:** Applications are due **May 27, 2016 by 4:30 P.M**

**Summary:** Indiana Kids, formerly Mitch's Kids, came out of the Mitch Daniels administration in 2005. It has since been named Indiana Kids. Indiana Kids has four main goals:

- 1) Increase youth career and college readiness
- 2) Promote civic responsibility through engaging students in service activities
- 3) Increase student academic achievement
- 4) Increase parents job skills, parenting skills, and life skills leading to overall self-sufficiency

Funded programs are expected to utilize evidence based/informed approaches and evaluate programming.

Indiana Kids funding supports young people grades k-12 (age 17 and under) and has a specific purpose to address either TANF goal **3**) *prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies* or **4**) *encourage the formation and maintenance of two-parent families*.

**Link to Proposals Materials:** <http://www.in.gov/serveindiana/2718.htm>

**LATE PROPOSALS WILL NOT BE ACCEPTED**

## **About Serve Indiana**

The Serve Indiana mission is to advance service and volunteerism by informing, connecting, and promoting opportunities and resources that enrich the lives of Hoosiers.

Serve Indiana operates by the authority of Executive Order 07-14 and is in the Training and Education division of the Indiana Department of Workforce Development. Serve Indiana fits under the current strategic goal of align. Serve Indiana programming strives to teach skills and build a talent pipeline.

If you determine the attached opportunity is not a good fit for your organization, we encourage you to review the other opportunities listed below and to consult with our staff about other ways in which you may be able to receive resources and support from Serve Indiana or other national service programs.

### **Other Programs, Services, and Initiatives Offered by Serve Indiana and Our Partners**

**AmeriCorps State:** AmeriCorps State grants provide funding to help organizations manage an AmeriCorps program, which involves recruiting, training, and supporting a cohort of at least ten AmeriCorps members who serve on a full-time or part-time basis to help the organization address a community need. Grants are awarded on a competitive basis to projects that support organizational capacity-building, education, healthy futures, environmental stewardship, veterans and military families, economic opportunities, public safety, disaster preparedness/response, and other identified community issues in Indiana. Successful programs utilize service as a strategy to meet community needs, while supporting the development and growth of the AmeriCorps members serving with the organization.

**Other AmeriCorps State & National opportunities:** Organizations wishing to place AmeriCorps members in multiple states should apply directly to the Corporation for National and Community Service for an AmeriCorps National grant. Some AmeriCorps State and National grantees act as intermediary organizations and accept proposals from organizations wishing to serve as host sites for one or more AmeriCorps member positions. Serve Indiana can help agencies connect with existing intermediary programs.

**Day of Service Mini-grants:** Serve Indiana offers grant funding to organizations hosting volunteers for one-time service projects. Grants range from \$1,000-\$2,500 for individual organizations, or up to \$10,000 for organizations coordinating with multiple sub grantees.

**Volunteer Engagement Roundtable:** This statewide network allows volunteer center staff to connect, share information, and cross-train on a regular basis. Local volunteer centers can assist organizations with recruiting and managing community volunteers for their own service needs.

**Volunteer Recognition:** Serve Indiana coordinates the Awards for Excellence, an easy and low-cost way for Indiana organizations to honor their volunteers. Nominations are accepted on an annual cycle.

For more information on any of these programs, contact Serve Indiana at 317-234-8845, [info@serveindiana.gov](mailto:info@serveindiana.gov), or visit our website at [www.serveindiana.gov](http://www.serveindiana.gov).

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The following program summary sheet must be completed and submitted as the first page of your application.  
The editable program summary sheet template can be found at: <http://www.in.gov/serveindiana/2718.htm>

<b>Applicant Name:</b>	
<b>Program Description/History: ( 250 words maximum)</b>	
<b>Do you currently receive any Federal Funding from any source (If yes, please specify source and amount):</b>	
<b>Which TANF goal does your program intend to address: (Highlight which goal(s) you plan to address)</b>	
3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies  4) encourage the formation and maintenance of two-parent families	
<b>Geographic Coverage:</b> <input type="checkbox"/> State-wide <input type="checkbox"/> Regional <input type="checkbox"/> Community	
<b>How many host sites, whether state-wide, regionally or within the community does your program propose? -</b>	
<b>Proposed intervention/s</b> (i.e. Tutoring, Mentoring, Physical Activity etc.):	
<b>Description of Intervention</b> (Program activities):	
<b>Performance Measures:</b>	

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# INDIANA KIDS OVERVIEW

Serve Indiana is pleased to announce Indiana Kids, a funding opportunity made possible through the Family and Social Services Agency's (FSSA) -Temporary Assistance for Needy Families (TANF) funding. The purpose of TANF is to **1)** provide assistance to needy families so that children may be cared for in their own homes **2)** end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage **3)** prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies **4)** encourage the formation and maintenance of two-parent families.

*Organizations pursuing Indiana Kids funding will focus on TANF priority 3 and/or 4. Organizations reaching sites in multiple counties are highly encouraged to apply.*

## **Program Name/Branding**

### **Indiana Kids**

Organizations may utilize grant funds to develop program specific Indiana Kids branding. The program must be referred to as Indiana Kids. Each site administering Indiana Kids programming must have the Indiana Kids logo visible. All marketing materials and communications (i.e. fliers, brochures) being sent out on behalf of Indiana Kids must also include the Serve Indiana logo. Serve Indiana communications staff will work with the program(s) that are funded to ensure compliance with branding guidelines.

## **Funding authority**

The Family and Social Services Administration through TANF (Temporary Assistance for Needy Families) has granted \$1 million dollars to the Serve Indiana Commission with a goal to address TANF goals 3 and 4. Additional funding beyond \$1 million may be available based on the quality of fundable applications.

## **Funding Purpose/Priorities**

While programs are not required to use the specific language of TANF goal 3 or 4, ultimately the purpose of Indiana Kids funding is to prevent the incidence of out-of-wedlock pregnancy and encourage the maintenance of two parent families. It has been shown that young people are most susceptible to risky behavior during their out of school time. Indiana Kids funding, while not limited to out of school time, prioritizes programming which engages young people through tutoring, mentoring, civic engagement, physical activity etc. during their out of school time in affect reducing out-of-wedlock pregnancy. Indiana Kids also prioritizes programming which engages parents and promote the maintenance of a two parent household.

## **AWARD INFORMATION**

Organizations may request *up to* \$1,500,000 but *no less* than \$500,000. Preference will be given to organizations covering at least 50% of the counties in Indiana.

*There is no match requirement for Indiana Kids funding*

## **ELIGIBILITY INFORMATION**

The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and federally recognized Indian Tribes.

## **Suggested Program Activities**

Program activities allowable under Indiana Kids include but are not limited to:

*Given DWD and Serve Indiana's mission, preference will be given to applicants who utilize focus areas as interventions. Additional strategies can be selected as interventions.*

### **Focus Areas**

1. **Career and College readiness:** Includes activities which prepare youth for college and entering into the workforce.
2. **Youth volunteerism/civic engagement:** Implementing service projects/volunteer opportunities which engage young people in service and integrate reflection.

### **Strategies**

Purpose 3: abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns and after-school programs that provide supervision when school is not in session.

- **Tutoring:** Includes homework sessions and additional academic help.
- **Mentoring:** Providing ongoing opportunities for staff, volunteers, professional's external mentoring organizations etc. to interact with youth in a group or one on one setting where they offer guidance ....
- **Physical fitness:** This includes activities which engage youth physically. These activities could include sports, team building and physical fitness.

### Purpose 4:

- **Parent engagement:** Workshops, activities, events which engage parents and address challenges to parenting and relationship building. Parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access

and visitation; job placement and training services for noncustodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

### **Best Practices:**

Program activities should be measurable and adequately address the proposed TANF goals.

*Preference will be shown to applicants integrating these components into their proposed program model.*

### **Indiana Career Explorer:**

*Indiana Career Explorer* will help explore a world of possibilities, make decisions about the future, and prepare for the next step in an education and career planning journey.

- **Middle School & High School Students:** Guided by an interactive Career Planning Timeline, *Kuder Navigator* will help you learn about yourself, build an education plan, and explore and prepare for the various options after high school. You may research occupations and begin to develop a portfolio to display to potential employers or educational institutions.

<http://www.indianacareerexplorer.com/students.htm>

### **Indiana Afterschool Network (IAN) standards:**

Serve Indiana strongly recommends organizations utilize the IAN standards to assess the effectiveness of the programming provided and ensure young people receive the highest quality programming. <http://www.indianaafterschool.org/quality/standards/>

## **Grant Monitoring**

Serve Indiana will conduct an official monitoring visit once per year. Unofficial monitoring will take place as needed. Triggers for unofficial monitoring may be but are not limited to significant changes in host sites, failure to meet projected measures, lack of compliance and significant changes in staffing. Each program will undergo a yearly risk assessment to determine their overall compliance. This process guides monitoring and technical assistance from Serve Indiana staff moving forward.

## **Grant Reporting**

Sub grantees are required to submit a monthly request for funds no later than the 10<sup>th</sup> of each month. Programs will draw funding based on services provided/activities performed. Each applicant will need to propose a method for drawing down funds.

**For example** a program offering tutoring and career exploration where 500 children were served, 350 received homework help and 150 completed career exploration activities:

### **Sample Keys:**

(H1) 1 Homework session = \$40.00

(C1) 1 Career workshop/Activity = \$35.00

(H1) 20 Homework sessions = \$800.00

(C1) 20 Career workshops/Activities = \$700.00

(H1) Q1 Homework sessions = \$800.00

(C1) Q1 Career workshop/Activity = \$700.00

Sub-applicants will also be required to submit a quarterly progress report. In the quarterly progress report programs report *demographic information, great stories, success & challenges, performance measures, monitoring and program income.*

### Reporting Periods

1<sup>st</sup> Q    October 1 – December 31:    **January 15**

2<sup>nd</sup> Q    January 1– March 31:    **April 15**

3<sup>rd</sup> Q    April 1 – June 31:    **July 15**

4<sup>th</sup> Q    July 1 – September 31:    **October 15**

## PROJECT DATES AND TIMELINE

### Project Period

October 1, 2016 – September 30, 2016

*This project period is reflective of the federal fiscal year*

**RFP Released** – April 13, 2016

**Technical Assistance** – TA Call 1: Monday April 18, 2016 at 10:30 am

TA Call 2: Wednesday April 27, 2016 at 10:00 am

Conference line: 712-432-0383

Access code: 417071

**Due Date** – Applications due to Ceceily Brickley [cbrickley@serveindiana.gov](mailto:cbrickley@serveindiana.gov) by **4:30 pm** on Monday **May 27, 2016**



**\*\*Please use the subject line “Indiana Kids Application\_(Organization Name)”**

**Review Period** – June 1, 2016 – June 13, 2016

Applications will be reviewed by a panel of peer reviewers as well as Serve Indiana staff.

**Clarification Period** – June 14, 2016 – June 17, 2016

**Funding Notifications** – July

## Application Narrative Fields and Instructions

The applicant must respond to each narrative field in the following order using the given section headers. Narratives must follow the program summary sheet provided. Applications may be no more than **7-10 pages** including the summary sheet. Applications must be submitted to Ceceily Brickley via email at [cbrickley@serveindiana.gov](mailto:cbrickley@serveindiana.gov) by **4:30 pm** on **May 27<sup>th</sup>** with the subject **“Indiana Kids Application\_ (Your Organization's Name)”** or by mail to **10 N. Senate SE 205 Indianapolis, IN 46202**. Additional documents will *not* be scored however may be submitted along with the application.

### **Abstract (0 points)**

Please fill in the blanks of these sentences to complete the Abstract. Do not deviate from the template below.

The [Name of the organization] proposes to serve youth grades k-12 through [enter number of sites] sites in [the locations of sites]. At the end of the first program year, [number of youth] youth will have [enter anticipated outcome(s)].

### **Program Design (50 points)**

In this section describe how the proposed program will address either TANF goal 3, 4 or both. As stated earlier on the RFP, organizations are not required to use exact language from the TANF goals however programming must directly or indirectly prevent out-of-wedlock pregnancy and/or encourage the formation and maintenance of two parent families. Reviewers will consider the quality of the application’s response to the criteria below.

#### ***1. Theory of Change and Logic Model***

- The applicant’s proposed intervention is clearly articulated including the design, target population, and (if applicable) leveraged volunteers.
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s theory of change. The theory of change should be either evidence-informed or evidence-

based, meaning that the proposed intervention is guided by the best available research evidence that supports its effectiveness in the evidence section.

- The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
- Parents and guardians are a vital part of a child's development. Please ensure the application addresses what communication the applicant organization intends to have with the parent or guardian

**The logic model shall depict:**

- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which Indiana Kids services will be provided
- The *core activities* that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.)
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

***Serve Indiana values the quality of performance measures over the quantity of performance measures.***

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model.

Logic model content should not exceed two pages and must follow the template in **ATTACHMENT A**.

**6. Site Supervision**

- The Indiana Kids program director will recruit, train and maintain host sites.
- Indiana Kids staff will be adequately trained and prepared to follow Indiana Kids regulations, priorities, and expectations.

**8. Branding**

- All host sites have the Indiana Kids logo clearly posted.
- Staff are properly trained to discuss Indiana Kids
- The communities in which Indiana Kids services are being provided, are knowledgeable about Indiana Kids and the programming their children are engaging in

## **Organizational Capability (25 points)**

### ***1. Organizational Background and Staffing***

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The organization has adequate experience to manage federal grants effectively.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

### ***2. Compliance and Accountability***

- The applicant's organization, in implementation and management of its program, will prevent and detect compliance issues.
- The applicant will hold itself, and site locations accountable if instances of risk or noncompliance are identified.
- The organization will comply with all Indiana Kids rules and its programming will remain within the scope of either TANF goal 3, 4 or both.

## **Cost Effectiveness and Budget Adequacy (25 points)**

### ***1. Cost Effectiveness***

- The budget is sufficient to carry out the program effectively.\*
- The budget aligns with the applicant's narrative.\*
- The program design is cost effective and the benefits justify the cost.

### ***2. Budget***

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions. (See Attachment B)

## **ATTACHMENT A: LOGIC MODEL**

The logic model template can be found on our website <http://www.in.gov/serveindiana/2718.htm>

### **Logic model template:**

INTERVENTION			RESULT
<b>INPUTS</b> The human, financial, organizational, and community resources the organization has available for conducting the activities.	<b>ACTIVITIES</b> Processes, techniques, actions of the planned program.	<b>OUTPUTS</b> Direct results of program activities.	<b>OUTCOMES</b> Resulting change (knowledge, attitude, behavior, or condition) from Indiana Kids activities

## **ATTACHMENT B: BUDGET INSTRUCTIONS**

A budget template is provided on our website <http://www.in.gov/serveindiana/2718.htm>

1. There are no match requirements for this grant.
2. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion the narrative section should address how your fee for service amounts were developed.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- No more than 12% is allowed for administrative purposes.
- Do not include unallowable expenses in your fee for service, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Programs must comply with all applicable federal laws, regulations, and the requirements of the Omni Circular. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information, as well as, audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds as required in the OmniCircular. The OMB OmniCircular can be found on-line at [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars).

3. For this project each applicant will propose a fee for service budget with a cost per deliverable. Each applicant must list and classify proposed activities and propose a deliverable cost based on the dosage of the activity, the activity cost and estimated number of participants. Due to the fee for service budget model attention should be paid to ensure regulations are followed related to program income.